



RECRUITMENT PACK SITE MANAGER

March 2026





WELCOME MESSAGE

Dear Applicant,

Thank you for your interest in this vacancy. Our Site Officer is a key member of our school team and a pivotal member of our school community. We are proud of our school building and work hard to keep it in excellent condition. Our learning environment is outstanding. This is due to the care and attention that is paid to it by all stakeholders. We are therefore looking for a site officer who will support staff and pupils in maintaining a school that we can all be proud of. We need a site officer who understands that this role is more than site management, but is a position that requires a commitment to education and community cohesion.

Orchard Park Community Primary School has been open since September 2007. We are a key part of a developing multicultural learning community. A school where:

- Children and staff are happy, safe and love learning
- High standards are achieved
- There is a clearly articulated vision characterized by high expectations and aspirations
- The school mission statement pervades everything
- Every child truly matters and all staff do all they can to ensure the very best for each individual
- Parents and the community are welcomed and are encouraged to take on an active role
- All stakeholders are committed to the school improvement process and are always looking for further opportunities to grow
- The staff enjoy their work and are supportive of each other

Currently we have just over 190 children on roll. This includes our nursery class for children aged 3 and 4. Our current staff team comprises of: the Headteacher, the Deputy Head Teacher, Inclusion and Wellbeing Leader, SENDCo, Class Teachers, Teaching Assistants and three office staff.

The role is varied and will involve a host of maintenance and housekeeping tasks to support the headteacher to run the school as efficiently as possible. A job description and person specification is included in this pack for your information.

Staff state that working at Orchard Park Community Primary School is highly rewarding and that the positive nurturing environment brings out the best in all involved. Our mission statement is the heart of what we do and links to the work of the site team as well as pupil outcomes.

In your letter of application please demonstrate clearly how you meet the person specification.

This is an exciting opportunity to join a supportive, ambitious school. We welcome visits and encourage applicants to demonstrate how they meet the person specification in their application. For further information, please contact 01223 438200 or alternatively email office@orchardpark.cambs.sch.uk.

We look forward to receiving your application.

Yours sincerely

Mr Robert Fisher
Headteacher



WHAT STAFF SAY ABOUT OUR SCHOOL

“Orchard Park is very much a Community School with a nurturing environment for everyone. It's a school that truly cares and often goes above and beyond teaching and learning.”

“The staff are a team and live and breathe the same ethos and vision - this is evident in their determination to support the children who attend OP. Staff ensure that the curriculum that we offer is inspirational and where possible based on real, engaging experiences.”

“Everyone really cares for the well-being of the children but also for each other as a team. The school has worked hard to build a strong, positive relationship with the local community.”

“Working at Orchard Park has provided me with many fantastic opportunities. I was lucky enough to complete my initial teacher training and gain my QTS here. The support and guidance I have been given has allowed me to challenge myself and thrive in the teaching environment.”

“Orchard Park has completely transformed the way I teach. I have had excellent opportunities to develop as a teacher through supportive CPD and challenge. The children are keen to learn and a pleasure to teach.”



WHAT THE CHILDREN SAY ABOUT **OUR SCHOOL**

“At Orchard Park, we work as a team and we are always there for each other.”

“The teachers at Orchard Park are helpful, kind, caring, knowledgeable and help us to be the best we can be.”

“I’d love to be a teacher when I am older because I love the teachers at Orchard Park.”

WHAT THE PARENTS SAY ABOUT **OUR SCHOOL**

“All the staff at Orchard Park Community Primary School are brilliant. We have loved being a part of the Orchard Park community and we will miss you come September. Stay incredible all of you. The BEST school ever !”

“Learning is brilliant, the teachers are amazing and positive.”

“This school encourages children to be the best version of themselves.”



ABOUT OUR SCHOOL

Our school at the heart of the community!

Our school occupies a modern, airy and well- equipped building, on a spacious site, with ample play space, at the north west edge of Cambridge. We try to ensure the school provides a friendly and nurturing environment for our local children.

We are embedded in the heart of a rich and diverse community, and we value and respect that diversity, which is reflected in our pupil population. By understanding our families and their customs and cultures, we believe we can help our pupils grow into confident and caring citizens, able to play an active part in the increasingly complex world beyond school.

OUR MISSION

At Orchard Park, we are driven by our mission statement, which permeates all that we do.

Our school is a place where children are empowered to reach their potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.



The school opened in 2007 with 12 children and a pupil admission number of 15, the school steadily grew as the houses were built in the area. In 2013, the final building extension was completed, and we moved to a one form entry school, with a PAN of 30 . Our current role number is 166, with space to grow to a maximum of 210. We have a nursery class serving children aged 3 and 4. These children attend for either 15 or 30 hours through a range of attendance packages. In September 2023, we restructured the school due to a low census return in October 2022. We currently have 6 classes, with children from reception to year 5 placed in mixed age groups. Since August 2023, we have seen a return of international pupils, meaning that many of our classes are nearly full. As a result, our most recent census captured a number that is equal to previous years. This will mean a funding boost in April 2024.



HOW TO APPLY



JOB TITLE: SITE MANAGER

Salary Range: Point 6 -11 (£13.47 - £14.59)

Contract: Full Time, 52 week contract

Start Date: June 2026

Hours of Work: 25 hours per week
7 - 9am and 3 - 6pm Monday to Friday

Holiday Allowance: 23 days plus 8 bank holidays per year

Closing Date for Applications: Friday 1st May 2026

Interview Date: Tuesday 12th May 2026

If you have not heard from us by Monday 11th May, please note that on this occasion your application was unsuccessful.

School Details:

To arrange a visit to the school please contact:
office@orchardpark.cambs.sch.uk or
Tel: 01223 438200

For further information please contact:
Headteacher: Mr Robert Fisher
Tel: 01223 438200

To apply:

Please complete an application form via My NewTerm.



PERSON SPECIFICATION

	Essential	How identified
QUALIFICATIONS	No formal qualifications are required, relevant training will be provided as required for specific tasks.	Application form
EXPERIENCE	<ul style="list-style-type: none"> • Caretaking and building maintenance • Security, including alarm systems • Cleaning work • Some DIY – competent handyman skills • Working in a team • Managing a small team of staff, including quality assurance • Working with contractors • IT Literate 	Application form Interview References
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good knowledge of Health and Safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise • Knowledge of managing and operating fire and security systems • ICT literacy 	Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Able to work flexibly and out of school hours as required 	Application form Interview References
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment 	Interview



JOB DESCRIPTION



ROLE OVERVIEW

Safeguarding

Maintain professional and appropriate relationships with all pupils, particularly children and vulnerable adults, ensuring their safety and wellbeing at all times. Follow the school's safeguarding policies and promote the welfare of children and young people in all duties.

Security & Key Holder Responsibilities

Act as the school's primary key holder with 24-hour responsibility for site security and emergency callouts (e.g. fire or intruder alarms). Duties include opening and closing the site, managing alarm and CCTV systems, securing buildings, and ensuring only authorised individuals access the premises.

Buildings & Facilities Management

Monitor and maintain the condition of the school buildings, grounds, furniture and equipment. Carry out basic repairs within competence, report larger issues, and oversee contractors where required. Support stock control, portering tasks, and ensure facilities are safe, clean and well-presented.

Maintenance & Grounds

Undertake routine inspections, minor repairs, painting, and upkeep of internal and external areas. Keep pathways clear and safe, manage waste appropriately, and ensure the site remains tidy and hazard-free.

Heating, Water & Energy Management

Operate and monitor heating and hot water systems to maintain safe and comfortable conditions. Record energy usage, promote conservation, and ensure compliance with health and safety requirements.

Emergency & Health and Safety

Respond promptly to emergencies such as fire, flood, or break-ins. Conduct routine safety checks, including fire system testing, and ensure compliance with health and safety and COSHH regulations.



JOB DESCRIPTION



Supervision & Team Support

Supervise cleaning staff, plan work schedules, and maintain high standards of cleanliness. Foster a positive team environment and ensure holiday and deep cleaning programmes are effectively organised.

Lettings & Non-Standard Hours

Prepare the premises for after-school activities, lettings, and community use, including occasional evening, weekend, and holiday working as required.

Professional Development

Maintain a clean and organised workspace and participate in relevant training and professional development opportunities.



CAMBRIDGE

ENVIRONMENT AND TRAVEL LINKS



ONE OF BRITAIN'S MOST FORWARD-LOOKING CITIES WITH A RICH CULTURAL HERITAGE

Cambridge is located in the heart of East Anglia, around 55 miles north of London and 50 minutes by train. It is a city that blends the old and the new, with a world-famous university, first established over 800 years ago, and a thriving location for high-tech industries including and electronics, computer applications and pharmaceuticals, with plans for growth as an international science hub.

Cambridge itself has plenty of parks in the centre and green spaces by the banks of the River Cam which winds its way through the city and is a wonderful leisure resource for punting in the summer.

Cambridge University lends a unique character to the heart of the city with some iconic and beautiful buildings. However, Cambridge is compact so that countryside is not far away.



Cambridge is mostly flat and lends itself to cycling, so that it is home to the most cyclists of any UK city. There is currently a lot of work ongoing to create more dedicated cycle paths around town. There are 5 park and ride sites around the perimeter of Cambridge.

In addition to Cambridge University, which has its own Faculty of Education, Anglia Ruskin provides a second university in the City. Cambridge has excellent and varied amenities for a city of its size, with two main shopping centres including the Grand Arcade with a John Lewis store, as well as two retail parks, a market, a number of theatres, cinemas and music venues and many museums in the area, music and literary festivals to give a rich cultural life. There is a huge diversity of restaurants and cafes locally, ranging from fine dining to the cheap and cheerful which cater to the extensive student population. Details can be found via the link:

<https://www.visitcambridge.org/>

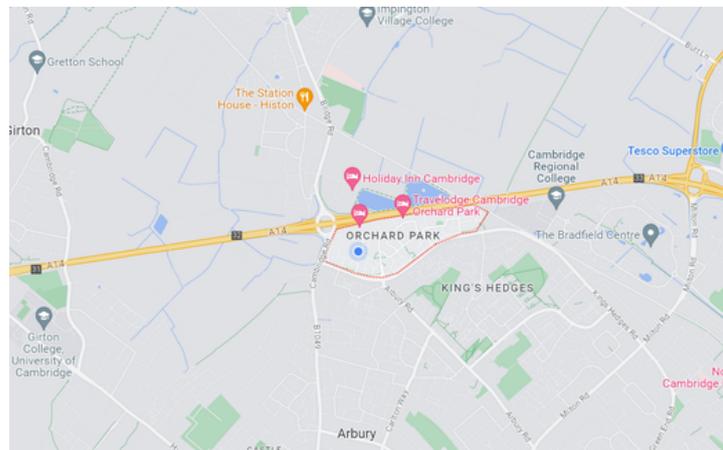


CAMBRIDGE

TRANSPORT LINKS FOR ORCHARD PARK

The school is situated on the North West Edge of Cambridge, 3 or 4 minutes away, by car, from the exit onto the A14.

The Cambridge Guided Busway runs very close to the school, with a bus stop a two minutes' walk away. The Busway also runs to Cambridge North Railway Station with around 10 minutes journey time. The Busway has a route out to the west of Cambridge, connecting with Huntingdon and St Ives and several villages in between. [Routes & Times](#) | [The Busway - connecting Huntingdon, St Ives & Cambridge](#)
It is about 15 – 20 minutes away from Cambridge North railway station by bicycle. Trains from Cambridge North provide direct links to London, Ely and Kings Lynn.



There are two railway stations locally, Cambridge North and Cambridge, with frequent direct trains to London King's Cross and London Liverpool Street. There are good direct links to King's Lynn and Ely, Norwich, Leicester, Birmingham New Street, Ipswich and to Stansted Airport which is about 30 minutes by fastest train or 45 minute by car away from Cambridge. There are coach services to London Embankment and beyond and to major airports.

By car, Cambridge is served by the M11 which leads south to the M25 and London North Circular roads. The A14 runs to the north of the city providing access to Felixstowe in the east, and the Midlands westwards. The A1, which lies to the west also connects with London or routes to the North East. Other major roads are the A10 to Norfolk, the A428 to Bedford and the A1303 to Colchester.



CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT

The successful candidate will be required to satisfy the authority of his/her physical fitness before the appointment is confirmed. In accordance with the requirements of the Home Office and the Department for Education and Skills **the appointment is subject to a clear enhanced DBS check.**

CAMBRIDGESHIRE COUNTY COUNCIL'S POLICY STATEMENTS ON EQUAL OPPORTUNITIES

The Council has issued five policy statements that must be observed at all times and are designed to promote equal opportunities in employment and to encourage applications from minority groups within the community.

At the moment, it is not unlawful to discriminate against candidates or employees on grounds of their age or sexual orientation. However, the Council has gone beyond its statutory obligations and has adopted its own policy to promote equality of opportunity on these grounds. To contravene the Council's equal opportunities policies by acting in a discriminatory way is a disciplinary offence that may lead to disciplinary action.

Statement of Policy to Promote Sex Equality in Employment

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on grounds of sex or marital status. All HR policies and procedures are administered so as not to discriminate between employees on the grounds of sex or marital status.

The only exceptions allowed by law are where sex is a genuine occupational qualification that determines selection for a particular job and where sex has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provisions of the Sex Discrimination Act 1975 and Equal Pay Act 1970.

Statement of Policy to Promote Racial Equality of Opportunity in Employment

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular taking account of the Code of Practice issued by the Equal Opportunities Commission. This Council's policy is to ensure that no job applicant or employee receives less favourable treatment by reason of race, nationality, colour or ethnic or national origin; and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discrimination on racial or ethnic grounds. All HR policies and procedures are administered so as not to discriminate between employees on grounds of racial or ethnic origin.

The main HR policies and procedures affected relate to recruitment, selection, payment, conditions of employment, training assessment, transfer, promotion, discipline, dismissal, and health, safety and welfare. The only exceptions allowed by law are where ethnic origin is a genuine occupational qualification that determines selection for a particular job and where ethnic origin has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provision of the Race Relations Act 1976.



CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT CONT.

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular by taking account of the Code of Practice issued by the Commission for Racial Equality.

Statement of Policy to Promote Equality of Employment for Disabled Persons

The Council's policy recognises that while some disabled people are capable of performing the same job as able-bodied people, others may be limited, to a lesser or greater degree, by their disability in the work that they can perform, but this limitation may be considerably counterbalanced by the skills and effort that they can contribute. Therefore, in fulfilment of this recognition:

in all arrangements for recruitment to vacancies, disabled people will be given full and fair consideration; (if appropriate the services of the local Disability Employment Adviser will be used);

- if necessary and practicable, reasonable adjustments will be made to job requirements to enable suitable disabled persons* to be employed, or a newly disabled employee to continue in employment;
- disabled employees will be given equal opportunity for training relevant to their current job, or for promotion, and will be given special training, if required, in order to have an equal chance of promotion.

The Council is a Disability Symbol User (AKA Green Tick) and as such undertakes to:

- guarantee an interview to all applicants with a disability who meet the minimum criteria;
- consult disabled employees regularly;
- retain employees, where appropriate, if they become disabled;
- improve knowledge/develop awareness of disability; and
- check progress and plan ahead.

Statement of Policy to Promote Equality of Employment on Grounds of Age

This Council has affirmed the policy not to discriminate on grounds of age in job recruitment and selection.

The Council has also recommended to the Government to amend the employment legislation to make it illegal to practise age discrimination in job recruitment and selection.

Statement of Policy to Promote Equality of Employment on Grounds of Sexual Orientation

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sexual orientation.



Orchard Park Community Primary School

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Cambridge

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